Volume XVI - Next Steps

Purpose

The purpose of Volume XVI is to highlight the steps you follow after finishing the online portion of the E-Filing application process. The following screenshots and discussion topics will provide you with a preview and a reference for actions to take after you have printed your PDF form.

In this document the following topics will be addressed:

- Saving and Printing Your E-Filing Submittal
- Submitting Supporting Documentation - General
- Required Supporting Documentation by Form
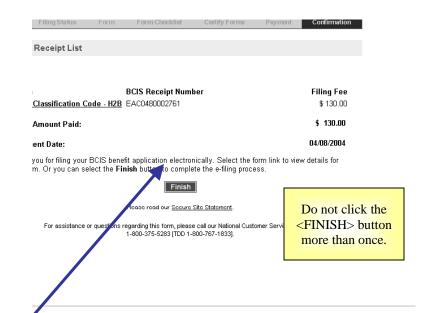- Steps to Follow After Printing and/or Saving an Application
- Actions at Your ASC Appointment
- I-797 Notice of Action
- Error / Update on an Application
- Name Change

Saving and Printing Your E-Filing Submittal

It is very important that you generate, save and/or print copy of your application and confirmation receipt notice.

- Note your receipt number as soon as you arrive at the Confirmation Receipt List page.
- Click <FINISH> to generate the PDF file, which will contain:
  - The Confirmation Receipt notice; and
  - A completed copy of the online form.

> Once you have reached this page, **your application has been properly submitted**. Write down your receipt number and DO NOT submit the same application again unless it is for another beneficiary.

| Filing Status | Form | Form Checklist | Certify Forms | Payment | **Confirmation** |

Receipt List

	BCIS Receipt Number	Filing Fee
Classification Code - H2B	EAC0480002761	$ 130.00
Amount Paid:		$ 130.00
ent Date:		04/08/2004

...you for filing your BCIS benefit application electronically. Select the form link to view details for ...m. Or you can select the **Finish** button to complete the e-filing process.

[Finish]

...lease read our Secure Site Statement.

For assistance or questions regarding this form, please call our National Customer Servi... 1-800-375-5283 [TDD 1-800-767-1833].

> Do not click the <FINISH> button more than once.

Both the application and receipt notice should have a receipt bar code that USCIS will use to validate and process the application.

Submitting Supporting Documentation - General

- Specific supporting documentation differs by form type.
  - Copies of forms can be found at: http://www.uscis.gov/graphics/formsfee/forms/index.htm
- Read the Instructions section on the front of the form that you printed. There you will determine what supporting documentation is required to be sent with your form.
- Supporting documentation will be sent with one (1) printed Confirmation Receipt notice.
- The supporting documentation must be mailed at your own expense to the USCIS office address at the bottom left of your Confirmation Receipt.

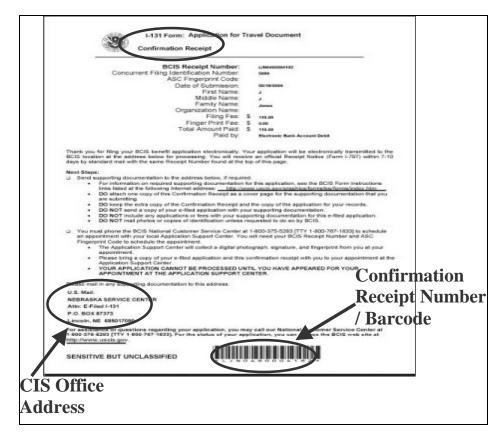# Required Supporting Documentation by Form

In addition to supporting documentation required in the OMB form instructions, E-Filing applicants will be required to submit the following supporting documentation:

- I-821 & I-131 applicants:
  - Send in two (2) hard copy pictures with printed form.
- I-90 applicants:
  - Need to submit I-551 card as supporting documentation if requesting a replacement. Do Not submit the card if requesting a renewal.
- If submitting an I-821, and **you do NOT want an EAD**, you will need to submit two (2) hard copy pictures, but you do not need to make an appointment with an ASC.

No pictures or fingerprints are required for I-140, I-129 & I-539 petitions and/or applications but be sure to read the OMB form instructions for the required supporting documentation.

Steps to Follow After Printing and/or Saving an Application

- If instructed to do so on the Confirmation Receipt notice or in the E-Filing web instructions, call the NCSC to schedule an appointment at an Application Support Center (ASC) as soon as possible after submitting an application.
  - **Call 1-800-375-5283.**
- When calling the NCSC to schedule an appointment at an ASC the USCIS customer service representative should ask for your:
  - Type of application E-Filed;
  - Receipt number; and
  - ASC Fingerprint Code.
- When going to your ASC appointment bring the following:
  - Confirmation Receipt notice;
  - Copy of your printed application; and
  - Valid Identification.

Confirmation Receipt Number / Barcode

CIS Office Address

Actions at Your ASC Appointment

All I-90 and I-765 applicants and most I-821 applicants will have to go to an ASC.

- Biometrics will be taken:
  - Fingerprints;
  - Photographs; and
  - Electronic Signatures.
- USCIS will match this information to pending E-Filed applications.

I-797 Notice of Action

The I-797 is the official notice that the USCIS processing location will send to you to confirm that they successfully received your E-Filed application.

You should receive your I-797 (Notice of Action) within 5 to 10 days of E-Filing your submission.

Error / Update on an Application

To make changes or updates to your application, write to your Service Center and refer to your Confirmation Receipt notice for the address.

> **Do Not** submit another E-Filing application to correct mistakes on a previously E-Filed application.

- The letter should contain your Confirmation Receipt number.
  o Explain what is on the application currently and how you would like it changed or updated.
- The Service Center will receive the letter and place it with your file.

Name Change

- Your USCIS office will contact you IF they require additional documentation to support the change on the application.
  o For example, you might need to provide your USCIS office with proof of a legal name change, such as a marriage license.
- The name provided on an application will be the name printed on the benefit card.
- If you want a name change **DO NOT** request a name change at the ASC and **DO NOT** submit another E-Filing application.